

RFID BPWG

Department of Defense Radio Frequency Identification Integrated Process Team (DoD RFID IPT) Business Process Working Group (RFID BPWG)

CHARTER

I. Authority

This charter is issued under the authority of the DoD RFID IPT. It outlines the mission, functions, composition, and responsibilities of the RFID Business Process Working Group (RFID BPWG).

II. Mission

The RFID BPWG will analyze and identify those DoD logistics processes and make recommendations for process re-engineering in order to take advantage of the insertion of RFID capabilities into the DoD Supply Chain and associated business areas. The BPWG will identify the optimal RFID technologies desired for each process within the DoD Supply Chain while maintaining an overall optimized enterprise supply chain perspective.

The RFID BPWG will help to eliminate unnecessary duplicative effort and ensure compatibility between Components and the private sector.

III. Organization

The RFID BPWG will consist of key logistics representatives at the O-5/O-6 level from the Military Services; Defense Logistics Agency; the Joint Staff J4, Defense Information Systems Agency; and U.S. Transportation Command. The Chair of the DoD RFID IPT will appoint the Lead of the RFID BPWG. The RFID BPWG Lead may establish subordinate working or study groups as required to support the mission of the RFID BPWG. The RFID BPWG Lead may request specific process area subject matter experts be assigned by the Military Services or other Agencies as required to complete analyses of each segment of the DoD Supply Chain.

IV. Responsibilities

A. Chair, RFID BPWG will:

1. Call and chair RFID BPWG meetings and teleconferences.
2. Advise the DoD RFID IPT Chair on significant or recommended DoD Logistics business process changes or improvements that either result from or take advantage of RFID technology insertion as addressed by the RFID BPWG.
3. Provide the DoD RFID IPT Chair with a detailed plan of action and milestones and corresponding project plan for work group activities, meetings and deliverables.

RFID BPWG

4. Propose RFID BPWG recommendations, as appropriate, for incorporation into DoD RFID policy, guidance, and action plans and coordinate the same with the Military Departments and Defense Agencies.
5. Develop agenda for meetings; ensure prompt execution of RFID BPWG business.
6. Act on behalf of the RFID BPWG in liaison with appropriate DoD and private sector activities.
7. Approve RFID BPWG decisions, minutes, and recommendations.
8. Attend, brief progress, and provide appropriate input to full RFID IPT monthly meetings and teleconferences.
9. Coordinate with and provide support as required to other DoD RFID IPT working groups.

B. RFID BPWG Members will:

1. Represent their respective Component, Agency or organization in the accomplishment of tasks assigned to the group.
2. Review and coordinate on the change, deletion, or improvement of DoD logistics business processes that are either changed or take advantage of RFID technology insertion into Component and DoD logistics/supply chain operations.
3. Identify and evaluate potential RFID technology insertion; provide recommendations to the DoD RFID IPT on business process changes, improvements, or new business process requirements as well as other issues relevant to DoD supply chain and logistics related to RFID technology operations.
4. Focus the logistics communities on business process improvement or changes related to integration of RFID technology into DoD logistics operations.
5. Address cross-functional, cross-Component, and related organizational issues including business process development, and legacy/modernized systems impacts.
6. Identify appropriate DoD policy or regulatory documentation for insertion of appropriate RFID language related to business processes supporting DoD logistics and the DoD supply chain.
7. Draft appropriate proposed DoD guidance, or regulatory documents as required, to ensure that RFID requirements are properly articulated for DoD-wide implementation.

C. RFID BPWG Support Team.

1. Provide necessary continuity and point of contact for the RFID BPWG.
2. Assist in identifying issues requiring RFID BPWG review; coordinate agendas and meeting presentations.
3. Promulgate RFID BPWG decisions; document proceedings of meetings.

RFID BPWG

4. Manage RFID BPWG operations working groups under the direction of the Chair.

V. Meetings

The RFID BPWG shall meet bi-monthly and at such other times as called by the Chair. RFID BPWG teleconferences will be held monthly and at other such times as required and called by the Chair.

VI. Membership

The following table the membership on the RFID BPWG and a notional source for the BPWG representative:

Component or Agency	Representative, Unit, Organization
Chair	
Joint Staff	
U.S. Army	
U.S. Navy	
U.S. Marine Corps	
U.S. Air Force	
U.S. TRANSCOM	
DLA	
DISA	